



## MEMORANDUM

DATE: October 24, 2003  
TO: Technical Training Clientele  
FROM: Fiscal Office  
SUBJECT: Notice of Billing Changes

Staffing reductions and an evaluation of program costs have resulted in changes to the State Personnel Board Technical Training Program billing process. Specifically:

1. Departments will be billed at the end of each month. We will no longer be sending copies of attendee's Program Registration forms (SPB-46) with invoices. Questions regarding a particular attendee's registration may be directed to Michael Ballard at (916) 653-2085 or [mballard@spb.ca.gov](mailto:mballard@spb.ca.gov).
2. Effective January 1, 2004, the cost for attending SPB training classes will remain at last years level for those who pay in advance or on the first day of class. A \$15.00 processing fee will be added to the cost of the class for any attendee who needs to be billed or who pays after the first day of class.

If you have any questions, please contact Bill Groome at (916) 653-2085.

Lori Gillihan  
Fiscal Officer